

# ***JOB ANNOUNCEMENT***

**POSITION TITLE:** Deputy Probation Officer I  
**LOCATION:** Third District Juvenile Court-Tooele Drug Court  
**HIRING RANGE :** (step 30) - \$11.35 /hr  
**TYPE OF POSITION:** Part-time, contingent, with benefits (20 hours per week)  
**CLOSING DATE:** April 4, 2008 at 5:00 pm

**DIRECT APPLICATIONS TO:**

Kyle Memmott  
Third District Juvenile Court  
74 S 100 E  
Tooele, Utah 84074  
(435) 833-8056 phone  
(435) 833-8015 fax

**TYPICAL DUTIES:** Under close supervision of a probation officer or a chief probation officer performs duties associated with the operation of a drug court including tracking and monitoring juveniles, verifying and determining compliance to court orders, conducting drug tests, coordinating services with local agencies, and processing warrants. Other duties may include:

- Preparing progress reports
- Supervising juveniles in work projects
- Maintaining logs and records of juvenile's activities
- Meeting with parents of juveniles to assess current status
- Administering assessments
- Visiting schools and places of employment to verify participation
- Assisting juveniles in completing written assignments
- Assisting the probation officer in implementing supervision plans
- Performing other appropriate duties as needed and assigned

**MINIMUM QUALIFICATIONS:** Graduation from high school plus two years of practical experience working with the public or with juveniles or any equivalent combination of education and experience. College education in social and behavioral sciences, psychology, sociology, social work or related field preferred. First Aid certification desirable. Must have the ability to deal with stressful or emotional circumstances and make decisions under pressure.

**ADDITIONAL REQUIREMENTS:** Must have a willingness to accept exposure to some dangerous or threatening situations. Must be willing to work a flexible schedule including evening and/or weekend work. Must have access to own transportation. All drivers over 21 must have a valid driver's license and must not exceed 70 total points on their driving record. All drivers must have no reckless driving or drug or alcohol related violation within 3 years. Any driver with 2 drug or alcohol offenses loses his or her driving privileges for a state van. All drivers under 21 must have a valid Utah driver's license and no moving violations on their driving record and zero total points on their individual driving record.

**APPLICATION INFORMATION:** A State application **must** be submitted to be considered. Resume's and related experience may be attached to the application but will not be processed without an application. Applications can be obtained at the Department of Workforce Services or at any State Office. Applications are also available via the Internet at <http://courtlink.utcourts.gov/jobs>.

*The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.*